

What is TeamSite?

TeamSite is a Web Content Management System. Web Content Management allows us to effectively and efficiently capture, create, manage and deliver information on the web. TeamSite Content Server enables organizations to manage any type of content for any Web site. Some of the world's most successful companies, including GE, Siemens, and Cisco Systems use TeamSite to manage content.

Advantages of Using TeamSite

TeamSite enables us to:

- Provides for Collaboration by using workareas.
- TeamSite is web-based so anyone on the network with TeamSite permissions can log-on and access the system.
- Websites are managed, while maintaining a standard look-and-feel, providing a county-wide standard.
- Empowers non-technical users to quickly and seamlessly contribute Web-based content using familiar tools and easy-to-use interfaces.
- Gather metadata (search engine information) about web content
- Ensures Web compliance of corporate governance standards
- Allows writers to contribute content while designers can control look-and-feel and navigation.
- Workflow provides a review and publishing process.

How Does It Work? (See diagram)

TeamSite structures webs into **branches**. Each branch contains **workareas**, which contain complete virtual copies of the Web site; a **staging area**, where contributors integrate their work; and **editions**, which are read-only snapshots of the Web site at various points in its development.

Within each workarea are two folders (1) a folder containing your generated asp files and (2) a **templatedata** folder containing data records. TeamSite creates web pages by saving the data separate from the graphical layout. These layouts are called templates.

When creating a page, content is saved in the templatedata folder and is then combined with the template to create the finished or **generated** asp page. Templates include regular content pages, press release and media advisory forms and photo galleries among others. The generated page is then saved in the generated file folder. It is important to remember that the data is held in the templatedata folder and the finished or generated page is held in the generated file folder.

After a page is saved and generated it is then submitted from the workarea to the staging area, and the staging area is then published as an edition. After submitting to staging, content is then deployed to the **production server** which publishes to the internet.

What's My Role in This?

Your job is to contribute content or edit existing content. Your assigned role will be an "Author". As an author you will have permission to your web only. You can edit existing files or create new ones, then submit your changes for review and publishing to the internet.